



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 N. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 1610.1B

N00HMR

17 OCT 2005

COMNAVREGSW INSTRUCTION 1610.1B

From: Commander, Navy Region Southwest

Subj: COMNAVREGSW STAFF OFFICER AND ENLISTED PERFORMANCE
EVALUATION SYSTEM GUIDELINES

Ref: (a) BUPERSINST 1610.10A

Encl: (1) Fitness/Evaluation Report Process Timeline
(2) Delegation Chart for Signatures
(3) EVAL/FITREP Package Requirements/Information

1. Purpose. To prescribe administrative procedures and assign responsibilities for Navy Region Southwest (CNRSW) staff performance evaluation report policy. Reference (a) governs preparation and submission of evaluations and fitness reports. Enclosures (1) through (3) are provided for planning and submission of reports.

2. Cancellation. COMNAVREGSWINST 1610.1A.

3. Policy. All personnel will be provided a timely EVAL/FITREP fully documenting performance, including ranking against peers and a report of future potential, including recommendations for promotion and future assignment.

4. Responsibilities

a. Commander. Will be the final approving official for all peer performance break-out rankings for E7 and above personnel (including UIC 00242 staff, UIC 35405 Navy Band, and UIC 46262 Security personnel who are not TAD to another UIC). Additionally, enlisted "personal" staff in paygrade E5 and E6 will be assigned by the commander.

b. Chief of Staff (COS). Is responsible for the overall coordination, execution, and administration of staff Evals and Fitreps. Responsibilities include:

(1) Ensure each Program Director (PD)/Program Manager (PM) is aware of this instruction and execute accordingly.

17 OCT 2005

(2) Serve as Chairperson for the PD/PM Peer Performance Break-out Boards.

(3) Collect peer performance break-out results from the Region Staff CMC (LCPO level Chairperson) and chairperson for the PD/Director Boards.

(4) Final approving official for all peer performance break-out rankings for E6 (staff personnel - UIC 00242).

(5) Sign as Reporting Senior on all E6 EVALS (for personnel in UICs 00242 CNRSW Staff; 35405 Navy Band; and 46262 Security personnel not assigned TAD to another UIC) unless otherwise directed.

c. Executive Assistant (EA). Responsible for assisting the COS in coordination, execution and administration of the EVAL/FITREP policy. Responsibilities include:

(1) Promulgate actual due dates to the command in preparation for each cycle.

(2) Following COS approval, edit all reports with final peer performance break-out and trait averages.

(3) Primary responsibility for compiling, monitoring, completion, quality review, and submission of all reports in accordance with reference (a).

d. Staff CMC. Responsible for coordination and execution of staff EVAL/FITREP Policy. Responsibilities include:

(1) Act as E6-E8 Chairperson of the LCPO board. Coordinate all required boards in accordance with enclosures (1) through (3).

(2) Collect submission packages from each PD/Director via the assigned LCPO.

(3) Ensure all board results are forwarded to the COS in accordance with enclosure (1).

(4) When required, provide assistance to the COS/PD/Director in peer performance break-out ranking.

(5) Brief the COS regarding program discrepancies.

17 OCT 2005

e. Program Director/Program Manager. Responsible for coordination, execution, and administration of the EVAL/FITREP policy for assigned personnel to respective directorate. Responsibilities include:

(1) Prepare and submit Evals/Fitreps in accordance with reference (a) and this instruction for all assigned personnel.

(2) Sign as Senior Rater on all E6 Evals and E7-E9 Fitreps assigned to their respective directorate.

(3) Sign as Reporting Senior on all E5 and below Evals assigned to their respective directorate.

f. Leading Chief Petty Officers. Responsible for assisting PD/PM in coordination, execution, and administration of the EVAL/FITREP policy for assigned personnel to respective directorates. Responsibilities include:

(1) Submit packages via PD/PM to staff CMC prior to LCPO board start date.

(2) Be an active LCPO board member.

(3) Sign as Rater on all E6 EVALS unless otherwise directed.

5. Action

a. Each directorate PD/PM/LCPO will be responsible for compiling a package (see enclosure (3)) approximately six weeks prior to the official EVAL/FITREP deadline for each rank (see enclosure (1)). PD/PM/LCPOs shall ensure packages are submitted to the chairperson no later than 24 hours prior to the LCPO board (or PD/PM board for E9).

b. The Region Staff CMC shall be the chairperson of the LCPO board comprised of assigned PD/PM/LCPOs (rank applicable) and command MCPOs. The board will conduct peer performance break-outs and provide packages and results to the COS and PD/PM board appointed chairperson.

c. COS shall be the chairperson or may designate a representative to act as chairperson for the PD/PM board. This board will convene approximately one week after the LCPO board

17 OCT 2005

and review the LCPO board findings before conducting a peer performance break-out of their own. At the COS direction, EVALS/FITREPS will then be made ready for signature.

d. The EA will smooth all reports to include break-out marks and the COS' trait averages for COS/Commander signature. Once signed, the reports shall be returned to each respective directorate PD/PM for member's, Senior Rater's, and Rater's signatures.

e. Each respective directorate will ensure reports are signed, make copies for members and directorate, and return signed reports to Regional Admin in the case of enlisted EVALS/FITREPS and to the Flag Writer in the case of officer FITREPS.

f. Regional Admin and Flag Writer will compile and submit reports by due dates in accordance with reference (a) and ensure copies are filed in member's service records as applicable.



M. R. ALLEN
Chief of Staff

Distribution:
Electronic only, via CNRSW Directive Web site
<http://www.cnrsw.navy.mil/Admin/index.htm>

17 OCT 2005**EVAL/FITREP TIMELINE**

GRADE	LCPO/MCPO Board	ACOS/SPEC ASST Board	To COS for Approval	Smooth for Signature	EVAL/FITREP Due Date
06	19 JUN	25 JUN	1 JUL	15 JUL	31 JUL
05	19 JUL	25 JUL	1 AUG	15 AUG	31 AUG (1)
04	19 SEP	25 SEP	1 OCT	15 OCT	31 OCT (2)
03	19 DEC	25 DEC	1 JAN	15 JAN	31 JAN (2)
02	19 JAN	25 JAN	1 FEB	15 FEB	28 FEB (2)
01	19 APR	25 APR	1 MAY	15 MAY	31 MAY (2)
W4/3	19 FEB	25 FEB	1 MAR	15 MAR	31 MAR
W2/1	19 AUG	25 AUG	1 SEP	15 SEP	30 SEP (2)
E9	1 MAR	7 MAR	15 MAR	1 APR	15 APR
E7/8	1 AUG	7 AUG	15 AUG	1 SEP	15 SEP
E6	1 OCT	7 OCT	15 OCT	1 NOV	15 NOV
<hr/>					
E5	Program Manager Board 15 FEB	Program Manager Signature 1 MAR	EVAL Due Date 15 MAR		
E4	15 MAY	1 JUN	15 JUN		
E1-3	15 JUN	1 JUL	15 JUL		

NOTES:

- (1) Effective 30 Apr 06, O5 reports Active/Inactive/FTS will be due on 30 April vice 31 August.
 (2) Effective 1 Jan 06, Inactive and FTS reports (less O5 reports) will change periodicity as follows:

- O4: October vice September O3: January vice October (reports due 31 Jan 06 may be submitted as NOB for FTS O3's who received an observed 31 Oct 05 report).
 O2: February vice September
 O1: May vice September W2: September vice March (reports for W2's will exceed the 15 month max reporting period. For the 2006 cycle only, a blanket waiver will be authorized.)

Enclosure (1)

17 OCT 2005

**DELEGATION CHART FOR SIGNATURES OF E6-E9 ENLISTED EVALUATIONS
AND FITNESS REPORTS**

RANK	RATER	SENIOR RATER	REPORTING SENIOR
E6 Staff, Navy Band, and Security personnel not assigned TAD to another UIC	LCPO	Program Director	Chief of Staff
E6 (Base personnel and Security personnel TAD to base)	LCPO	Department Head	CO (or XO if 06)
E7-E9 Staff, Navy Band and Security personnel not assigned TAD to another UIC. E6 & E5 "personal" staff	N/A	N/A	Commander
E7-E9 (Base personnel and Security personnel TAD to base)	N/A	N/A	CO
E5 personnel	Should be E7 whenever possible	DIVO/DEPT HD	Program Manager
E4 and below	E7 or E6	LCPO/DIVO/DEPT HD	Program Manager

17 OCT 2005

EVAL/FITREP PACKAGE REQUIREMENTS/INFO

1. EVAL/FITREP submission requirements. The following items will be inserted into a pocket folder with items (a) through (e) in the left pocket and item (f) in the right pocket, clearly labeled, include disk.

- a. Report Input Sheet (use input form from reference (a))
- b. Last EVAL, FITREP, PIM and/or LOE
- c. Copy of awards applicable to EVAL/FITREP period only
- d. Copy of Mid-term counseling (if applicable for justification)
- e. Counseling sheets (if applicable to support adverse marks or reinforce positive marks)
- f. Current FITREP/EVAL DRAFT (via ACOS/SPEC ASST)

2. Some general guidelines regarding EVAL/FITREPS

Block 28: Provide consolidated base operations support, facilities and real estate management at 11 bases. Exercise coordination and command of assigned shore organizations. Support operational Fleet units, base tenants, military personnel and their families.

Use the following format for Block 43: Ranks number X of XX Chief Petty Officers on board (if in the Top 50%). Chief Jones ... two-three line sentence, opening remark. This is the "Headline News" describing the overarching qualities and character of the individual being reported on. Should include important recommendation. This is the "News at Nine" script you want to give to the "Board" to read. Skip a line, start bullets.

- HARD CHARGER/TIRELESS - remarks.
- EXPERT WATCHSTANDER - remarks.
- EXCELLENT LEADER - remarks.

Skip a line, two-three line closing remark. The summary that wraps up the individual's value to the Navy and the hard recommendation for promotion.